Professional Warehouse Management, Product Handling, Storage, Inventory & Delivery Management Training (1 day course)

Organized by: Greenery Institute of Science & Technology (GIST)

Prepared by: AK Jui | Sr. Executive, Coordination & Business Development | Greenery Institute of Science & Technology

Trainer:

Class Date:

Registration Starts From:

Course Fees: 2,000 BDT

Class Hours: 4 Hours

Executive Summary

Greenery Energy Solution Ltd. maintains a warehouse for solar panels, inverters, batteries and other solar energy equipment. Proper warehouse management is essential to protect expensive equipment, minimize product damage, maintain accurate inventory and ensure safe delivery to customers and project sites. As some warehouse personnel have limited experience in professional product handling, this training develops their practical knowledge and skills.

This 1-day (4 hours) practical course combines demonstrations, visual learning and hands-on assessment, with hands-on demonstrations rather than theory-only lectures. The main objective is zero avoidable product damage through professional warehouse management and safe material handling.

Admission Information

- **Who Can Participate:** Warehouse personnel, storekeepers, warehouse supervisors, and delivery and logistics staff?
- **Duration:** 1 Day (4 Hours)
- **Training Method:** Practical demonstration, visual learning and hands-on assessment.
- **Seat Capacity:** 25
- **Location:** Greenery Institute of Science & Technology (GIST)

Certificate Details

Participants who complete the training and the assessment will be awarded the Certificate of Completion – Professional Warehouse Management & Solar Equipment Handling, issued by

Greenery Institute of Science & Technology (GIST) in association with Greenery Energy Solution Ltd. The recommended passing score is 70%. Anyone who fails the practical safety assessment should receive additional hands-on training before being authorized to handle sensitive or heavy products independently.

Syllabus

Session	Item of Topic	Topic Session	Practical Session	Duration
01	Introduction & Product Identification	Introduction to solar panels, inverters and batteries Product identification, model numbers and capacity Fragile, heavy and sensitive products; warehouse staff responsibilities Why product damage affects company reputation and financial performance	—	15 min
02	Handling, Lifting & Shifting	Correct and two-person lifting of solar panels; lifting heavy batteries and inverters Body posture; trolleys, pallet jacks and lifting equipment; forklift authorization Safe shifting from warehouse to vehicle; avoiding dropping and collision	Practical 1: Solar Panel Handling (lift, carry, place and store a panel safely)	35 min
03	Storage & Warehouse Management	Warehouse layout, racks, pallets and product segregation Safe stacking, load limits, moisture, dust, heat and ventilation Product-specific storage of panels, inverters and batteries (lithium-ion vs lead-acid) Clear walkways and emergency exits	Practical 2: Product Arrangement (organize sample panels, inverters and batteries in storage areas)	25 min
04	Product Inspection & Quality Control	Receiving, storage and dispatch inspection Identifying cracked glass, damaged frames, junction boxes, casings and terminals; water damage, swelling and unusual heat Damage reporting: photograph, isolate, report, investigate and take corrective action	—	25 min
05	Packaging & Dispatch	Original packaging, foam, corner protectors and cushioning Carton sealing, strapping, labeling and battery terminal protection Packaging checklist and battery transportation requirements	Practical 4: Packaging & Delivery (prepare one inverter and one battery for dispatch, with inspection and documentation)	25 min

Session	Item of Topic	Topic Session	Practical Session	Duration
06	Delivery & Transportation	Delivery orders; matching models, serial numbers and quantities Loading sequence, weight distribution and securing products Safe unloading, customer handover, signatures and delivery evidence	—	20 min
07	Inventory & Record Keeping	GRN, delivery challans, product codes and serial number tracking Daily stock updates, stock counting, minimum/maximum levels and FIFO Warehouse registers and reconciliation; damaged, returned and rejected stock	Practical 3: Inventory Management (sample stock receiving, issuing and reconciliation)	30 min
08	Do's, Don'ts & Safety	Warehouse Do's and Don'ts PPE, fire prevention, electrical safety and first-aid awareness Battery leakage and abnormal heating response; emergency procedures	—	20 min
09	Product-Specific Practical Demonstration	Handling guidelines for solar panels, inverters and batteries Warehouse tools and equipment: trolleys, pallet jacks, scales, barcode scanners and strapping tools	Trainer demonstration with sample products and equipment	25 min
10	Assessment & Feedback	Short written and practical assessment Feedback and certificate	Practical assessment	20 min
Total				4 Hours

Learning Outcomes

- **Product Knowledge:** Identify solar panels, inverters and batteries and understand their handling requirements.
- **Handling & Storage:** Perform safe lifting, shifting and transportation, and store panels, inverters and batteries correctly.
- **Packaging & Delivery:** Apply proper packaging, loading and delivery procedures, with inspection at receiving and dispatch.
- **Inventory & Records:** Maintain warehouse inventory and stock records, including GRN, registers and daily stock reports.
- **Safety & Accountability:** Follow warehouse safety rules and emergency procedures, report damage promptly, and supervise daily warehouse activities to prevent product damage.